

Leaving County Employment



If your human resources group does not have its own form for providing written notice, use this notice when you leave employment with the County. Update your mailing address in the space provided if you're moving. Make three copies and:

- Give one to your supervisor
- Give one to your payroll/human resources representative for payroll system data entry and delivery of your final paycheck and W-2 form, and
- Mail or fax one to Benefits, Payroll and Retirement Operations to ensure you receive notification of COBRA/retiree benefits. The address is The Chinook Building CNK-ES-0240, 401 Fifth Ave., Seattle WA 98104-2333. The fax number is 206-296-7700.

If you are retiring from a group that voted to participate in the County's HRA VEBA, you must transfer your sick leave and/or vacation leave cash-out to the HRA VEBA Trust. To do so, send the following completed forms to Benefits, Payroll and Retirement Operations: HRA VEBA Enrollment Form, a copy of your letter from the Department of Retirement Systems, and a copy of this notice. The HRA VEBA Enrollment Form is available in an enrollment kit at www.kingcounty.gov/employees/benefits/Retirement/VEBA. There, you can also confirm whether you are retiring from an HRA VEBA-eligible group. If you have questions or need help, call 206-684-1556.

Last name _____ First _____ MI _____

PeopleSoft Employee ID _____ Paid ☐ 5th and 20th each month ☐ Every other Thursday

Mailing address _____ Apt No _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead (specify) _____

Home phone (_____) _____ Other phone (_____) _____

Home email address _____

Department _____ Division _____

Work phone (_____) _____ Mail stop _____

Last day worked (physically on job) _____ Last day on paid status _____

I have formally applied for retirement ☐ No ☐ Yes (if yes, indicate effective date) _____

If you have formally applied for retirement, please provide a copy of your DRS retirement letter acknowledging receipt of your application.

If your spouse/domestic partner works for King County, provide his/her name here, _____ and contact Benefits, Payroll and Retirement Operations about coverage options under your spouse/domestic partner's benefits after you leave County employment.

The information I've provided is correct and complete. I understand I must return all county-owned property (bus pass/photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work. I further understand that if I am retiring and in a VEBA-eligible group, failure to provide Benefits, Payroll and Retirement Operations a completed HRA VEBA enrollment form will result in forfeiture of my sick leave and/or vacation leave cash-out.

Employee signature _____ Date _____

☐ Supervisor copy ☐ Payroll /human resources representative copy ☐ Benefits, Payroll and Retirement Operations copy